

OFFICE OF TRAINING

NOTICE
NO. 20-60

15 September 1960

SUBJECT : United Givers Fund and Public Service Aid Society Campaigns

1. The 1960 United Givers Fund and Public Service Aid Society campaigns will be conducted in the Agency during the period 20 September - 24 October 1960.

2. Time and attendance Clerks will again serve as Keymen for these campaigns. Any questions may be directed to them or to Mrs. [REDACTED] extension 3732.

3. It is very important for audit purposes that the following procedures be followed:

a. All UGF pledge cards and PSAS envelopes are to be returned regardless of whether a contribution is made.

b. Contributions made by check for UGF should be made payable to "Consolidated Charities for UGF".

c. Contributions made by check for PSAS should be made payable to "Consolidated Charities for PSAS".

d. Each employee should make sure that the UGF pledge card and PSAS envelope he receives bear the same serial number.

e. An employee who wishes to keep his pledge confidential should seal his pledge card and accompanying payment in a plain envelope showing only his pledge card number on the outside. The envelope will not be opened by the Keyman, but only by the Fund Drive Secretary. Receipt for payment will be sent directly to the employee.

f. If an employee who has an unpaid pledge resigns or is transferred overseas, he should pay the balance or make arrangements for continuing his payments from his new location.

4. All OTR personnel are urged to contribute as generously as possible to these worthwhile campaigns. I hope we can equal the fine record made in recent years.

[REDACTED]
MATTHEW BAIRD

Director of Training

Distribution:
All OTR Employees

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